



Office of the Registrar
Jordan Student Success Building
Suite 160
www.msudenver.edu/registrar

Graduation Checklist

For students who anticipate completing all degree requirements within the next two semesters:

After you have completed 90 credit hours, visit your [Student Hub](#) and access your **Degree Progress Report**. Review your Degree Progress Report with your faculty advisor (major and minor). If adjustments are needed, your major/minor department will submit a Petition for Degree Exception on your behalf to the Office of the Registrar. Once the adjustments are made you will receive an email letting you know the exception has been processed. **It is your responsibility to review your Degree Progress Report in its entirety.**

Submit an online **Application for Graduation**, available on your [Student Hub](#) labeled "Apply for Graduation" for the semester you anticipate graduating. *To ensure your name appears in the Commencement program apply by mid semester of your graduating semester.*

Review your degree requirements in your [MSU Denver University Catalog](#) year pertaining to Curriculum, Graduation, Diplomas and Commencement, and Honors and Awards.

After submitting an Application for Graduation, you will be considered a **preliminary candidate** for graduation. You will be notified through your MSU Denver email the status of your graduation application. Graduation reviews are conducted at three specific times for each graduating semester.

Discrepancies on your Degree Progress Report must be cleared in order to award your degree. Work with your advisor to clear up any discrepancies on your Degree Progress Report.

A **Commencement ceremony** is held at the end of the Fall and Spring semesters. A **Commencement program** lists candidates, degrees, and degree honors. While there is no Summer commencement ceremony, degrees are still awarded at the end of the Summer semester. Summer candidates will be invited to attend the December Commencement ceremony. Students wishing to attend the Spring Commencement ceremony must apply for Spring graduation.

Note: *Attending a Commencement ceremony does not guarantee that you have satisfied all degree requirements or been awarded a degree.*

You will receive an invitation for the Commencement Ceremony from the Commencement Team and email reminders to monitor the Commencement webpages on the MSU Denver website. You need to monitor the Commencement webpages for information including ordering your cap and gown, graduation honors, announcements, and ceremony procedures and details: <https://www.msudenver.edu/university-events/commencement/>

Submit a **Graduation Application Addendum** form if your semester of graduation changes (when you are completing your last classes), if you want to change how your name will be printed on your diploma, or if you have an alternate mailing address for your diploma other than what is on our student account.

Diplomas are issued approximately 8-10 weeks after the semester. Your diploma will be mailed to your address on file. Make sure your address is correct on your record through your [Student Hub](#). You will also receive an email and text message on how to access the electronic version of your diploma.

Transcripts with your posted degree will be available 4-5 weeks after the end of the semester. You will be notified through your MSU Denver email account when transcripts showed your awarded degree. **Transcripts can be ordered online at:** <https://www.msudenver.edu/registrar/transcripts/>